

CONFIDENTIAL



OTE 84-3503

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM:





25X1

Director of Training and Education

SUBJECT: Confirmation to Speak to Management Development Course, 16 March 1984

1. Thank you for accepting our invitation to speak to the Management Development Course designed for first-line Agency supervisors. To reconfirm, you are scheduled to speak to the class on Friday, 16 March at 1330 in room 507, Chamber of Commerce Building. We would appreciate your giving the class the benefit of your thoughts on the role and importance of the first-line supervisor in the Agency. We have set aside an hour for this but the schedule has sufficient flexibility for you to take either more or less time, depending on your needs.

2. For your information, a copy of the class roster and a course schedule are attached. If you have any questions, please contact one of the course chairmen,  25X1
Management Training Branch, Management and Administrative Training Division, OTE, on extension  25X1

Attachments



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UNCLASSIFIED
WHEN SEPARATED
FROM ATTACHMENTS

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7-316

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SUBJECT: Confirmation to Speak to Management Development Course

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OTE/MATD/MTB, [redacted] (1Mar84)

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